



Richard E. Constable, III
Chairman

Anthony L. Marchetta
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 6/16/2014

JOB TITLE: Credit Officer I

Closing Date: 7/28/2014

SALARY: (R10)

DIVISION: Credit and Business Development

FL STATUS: Exempt ☒ Non-Exempt ☐

UNION STATUS: Professional Unit ☒ Administrative Unit ☐ Non-Union ☐

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Market, evaluate and process multifamily rental housing loans, assist the applicant in applying for additional funds from other sources, i.e., LIHTC (Low Income Housing Tax Credits), Balanced Housing, Home Funds, etc. Perform financial analyses of multifamily housing developments mortgage applications and develop financial feasibility strategies through the creation and use of financial analysis tools which maximize the number of alternative solutions available for project financing. Conduct site inspections in conjunction with Technical Services divisional staff and make analyses of land suitability, eligibility for subsidies and marketability of housing. Plan, direct, work and establish a timeframe with the applicant to evaluate the design of the project, the development cost, the risk factors and a timely closing. Review appraisals and market studies in conjunction with Director for multifamily housing developments and make recommendations for approval or disapproval based on the analysis. Initiate contact with housing sponsors and development team on all aspects of project development. Assist and guide prospective developers and their teams on all aspects of project development. Prepare reviews, evaluate reports and feasibility analyses, recommending construction and/or permanent mortgage loans for consideration and adoption by the Agenda Review Committee and the HMFA Board. Attend meetings and conferences as requested and prepare written reports based on discussion.

MINIMUM REQUIREMENTS

EDUCATION/EXPERIENCE:

Four (4) year degree; five (5) years of relevant experience; or an equivalent combination of education and experience that meets the required knowledge, skills and abilities.

SKILLS:

Knowledge of real estate development principles, municipal land use laws and housing finance mechanisms; knowledge of Federal and State housing programs; knowledge of real estate property management procedures; ability to perform financial calculations related to real estate transactions, must have strong computer skills and the ability to establish effective working relationships with HMFA employees and the general public.

BENEFITS

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; Public Employees' Retirement System (PERS); personal, sick and vacation days; tuition reimbursement and paid holidays. Residency in the State of New Jersey is required of all employees with an agency of the State in accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70).

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL: hrjobs@njhmfa.state.nj.us

THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS. NJHMFA PROVIDES EQUAL EMPLOYMENT OPPORTUNITY TO BOTH INDIVIDUALS WITH VETERAN STATUS AND INDIVIDUALS WITH DISABILITIES